A person can only apply for an Individual Taxpayer Identification Number (ITIN) through the UW IRS ITIN Acceptance Agent (UW Tax Compliance Manager) or through a local IRS office (http://www.irs.gov/contact/index.html).

Do you want to apply through the UW IRS Acceptance Agent or the IRS Office?

- UW IRS Acceptance Agent (Option 1)
- IRS Office (Option 2)

Contact the UW IRS ITIN Acceptance Agent (UW Tax Compliance Manager) to set up an appointment to apply for an ITIN. The UW IRS Acceptance Agent or their delegate must see the applicant. Applications cannot be done via mail.

Documents needed to be brought to the ITIN application meeting are determined by the type of Visa that the visitor comes to the United States on.

- B1/B2 Visa Visitor for Business/Visitor for Tourism
- J1 Visa Exchange Scholar
- J1 Visa Student
- F-1 Visa Student
- Other

Applicant must bring their original (1) Passport, (2) I-94, and (3) Invitation or scholarship letter.

Applicant must bring their original (1) Passport, (2) I-94, (3) DS-2019, and (4) Invitation or scholarship letter.

Applicant must bring their original (1) Passport, (2) I-94, (3) DS-2019, and (4) Invitation or scholarship letter.

Applicant must bring their original (1) Passport, (2) I-94, (3) I-20, and (4) Invitation or scholarship letter.

Applicant must bring their original (1) Passport, (2) I-94, and (3) Invitation or scholarship letter.

At the application meeting the application form (IRS From W-7) will be completed by the applicant and signed by the UW IRS ITIN Acceptance Agent (Tax Compliance Manager).

Two full sets of copies of all documents completed and signed at the application meeting will be given to the applicant (W-7, Passport, I-94, etc.). One set is for the applicant records and the second set is for the applicant to take back to the department making the payment.

Documents needed to be brought to the ITIN application meeting at the IRS office are the same as in option 1.

Evidence must be provided to the UW paying department that a person has applied for the ITIN through an IRS office. This can be either:

1. Completed application signed by or stamped as received by an IRS office.
2. A confirmation letter from an IRS office stating that the person has applied for an ITIN.

Evidence Submission: The above evidence must be provided to the UW paying department for inclusion in the payment request forms (PIR, DP, etc.).

Local IRS Office: see (http://www.irs.gov/contact/index.html)

The department making the payment must attach a copy of the completed application form to the payment request form (PIR, DP, etc.). This application must be signed by the UW IRS ITIN Acceptance Agent or evidence of application as outlined in Option 2 of this flowchart must be provided to the department making the payment.

The department making the payment must also write “Applied For” on the payment request form (PIR, DP, etc.) in the box labeled “Taxpayer ID# (SSN, EIN, ITIN).”